



AMERICAN EMBASSY – QUITO ECUADOR  
HUMAN RESOURCES OFFICE

**APPLICATION FOR LOCAL EMPLOYMENT**

Attach  
photograph  
taken in the  
post 12  
months

Position applied for \_\_\_\_\_

Salary Requirement \_\_\_\_\_

How did you learn about this position? ☐ Ad ☐ Employee ☐ Relative ☐ Walk-in ☐ Other

If you are applying for any position that might come available please mark here ☐

**Applicant's Information**

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Place and Date of Birth (City, Country mm/dd/yyyy) \_\_\_\_\_

Ecuadorian Identification Number or Passport \_\_\_\_\_

U.S. CITIZENSHIP: Do you have any claim to U.S. Citizenship? ☐ Yes ☐ No

If U.S. Citizen, do you have a work permit? (If applicable) ☐ Yes ☐ No Visa Type \_\_\_\_\_

**Marital Status**

☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Other

**Present Address**

\_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**Education ( Mark the highest education *finished*)**

☐ Elementary School ☐ High School ☐ Some College ☐ Bachelor Degree  
☐ Post-Graduate ☐ Master's Degree ☐ Doctorate ☐ Other

Field of study: \_\_\_\_\_ If currently studying mark here ☐ Estimated graduation date: \_\_\_\_\_

**Detail of Education (Begin with the latest and work your way backwards)**

Educational Institution	Dates Attended		Degree/Certificate	Field of Study
	From	To		
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Note:** Please do not attach any certificates, this application is sufficient



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**Previous Experience**

*Please fill in the experience information related to the position you are applying for. Begin with your present position and work your way backwards.*

Name of Employer \_\_\_\_\_  
Employer's address \_\_\_\_\_  
\_\_\_\_\_  
Position occupied \_\_\_\_\_  
Dates Worked From: \_\_\_\_\_ To: \_\_\_\_\_  
Number of hours per week \_\_\_\_\_ Number of employees supervised \_\_\_\_\_  
Salary Initial: \_\_\_\_\_ Final: \_\_\_\_\_  
Name of supervisor \_\_\_\_\_ Telephone number: \_\_\_\_\_  
Job description (*Describe duties, responsibilities, and accomplishments*)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Name of Employer \_\_\_\_\_  
Employer's address \_\_\_\_\_  
\_\_\_\_\_  
Position occupied \_\_\_\_\_  
Dates Worked From: \_\_\_\_\_ To: \_\_\_\_\_  
Number of hours per week \_\_\_\_\_ Number of employees supervised \_\_\_\_\_  
Salary Initial: \_\_\_\_\_ Final: \_\_\_\_\_  
Name of supervisor \_\_\_\_\_ Telephone number: \_\_\_\_\_  
Job description (*Describe duties, responsibilities, and accomplishments*)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_



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Name of Employer \_\_\_\_\_  
Employer's address \_\_\_\_\_  
\_\_\_\_\_  
Position occupied \_\_\_\_\_  
Dates Worked From: \_\_\_\_\_ To: \_\_\_\_\_  
Number of hours per week \_\_\_\_\_ Number of employees supervised \_\_\_\_\_  
Salary Initial: \_\_\_\_\_ Final: \_\_\_\_\_  
Name of supervisor \_\_\_\_\_ Telephone number: \_\_\_\_\_  
Job description (*Describe duties, responsibilities, and accomplishments*)  
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\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Name of Employer \_\_\_\_\_  
Employer's address \_\_\_\_\_  
\_\_\_\_\_  
Position occupied \_\_\_\_\_  
Dates Worked From: \_\_\_\_\_ To: \_\_\_\_\_  
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\_\_\_\_\_  
Reason for leaving \_\_\_\_\_



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**Language** (Mark your level of language competence 5 being a Translator level and 1 being Rudimentary)

Language	Speak					Read					Write					Understand				
English	5	4	3	2	1	5	4	3	2	1	5	4	3	2	1	5	4	3	2	1
Other _____	5	4	3	2	1	5	4	3	2	1	5	4	3	2	1	5	4	3	2	1

**Note:** Pre-selected candidates will be required to take an English test to validate this information.

**Computer Skills**

☐ Excellent                      ☐ Good                      ☐ Fair                      ☐ None

**Special Qualifications and Skills** (Please mark all that apply)

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Automatic Data Processing       | <input type="checkbox"/> Clerical, Secretarial, Office Administrator | <input type="checkbox"/> Consular               | <input type="checkbox"/> Cultural Affairs          |
| <input type="checkbox"/> Communication Ops & Maintenance | <input type="checkbox"/> Economic & Commercial                       | <input type="checkbox"/> Engineering            | <input type="checkbox"/> Fiscal Administration     |
| <input type="checkbox"/> Graphic Arts & Photography      | <input type="checkbox"/> Health                                      | <input type="checkbox"/> Information Technology | <input type="checkbox"/> International Development |
| <input type="checkbox"/> Custodial & Gardening           | <input type="checkbox"/> Language Training & Translator              | <input type="checkbox"/> Legal                  | <input type="checkbox"/> Library                   |
| <input type="checkbox"/> Motor Vehicle Ops & Maintenance | <input type="checkbox"/> Political & Labor                           | <input type="checkbox"/> Procurement & Supply   | <input type="checkbox"/> Program Support           |
| <input type="checkbox"/> Technician                      | <input type="checkbox"/> Science & Technology                        | <input type="checkbox"/> Security               | <input type="checkbox"/> Shipment & Travel         |
| <input type="checkbox"/> Financial Management            | <input type="checkbox"/> Marketing                                   | <input type="checkbox"/> Project Management     | <input type="checkbox"/> Trades & Crafts           |
| <input type="checkbox"/> Reproduction & Printing         | <input type="checkbox"/> Real State                                  | <input type="checkbox"/> Agricultural           | <input type="checkbox"/> Human Resources           |
| <input type="checkbox"/> Cash Administration             | <input type="checkbox"/> Accounting & Budget                         | <input type="checkbox"/> Management             | <input type="checkbox"/> Maintenance               |

**References** (Please list three people not related to you by blood or marriage who are qualified to give definite information regarding your character and ability to perform work requirements)

Name	Occupation	Contact Phone	Cell Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**YOU MUST SIGN THIS APPLICATION** (Read the following information carefully before you sign)

- I understand that, if I am provisionally selected, Embassy-required security and full medical clearances are a prerequisite to continued employment
- I consent to the release of information about my ability and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to Embassy-authorized investigators and Human Resources staff.
- I certify that, to the best of my knowledge, all of my statements are true, complete, and made in good faith.

_____	_____
Signature	Date of Application



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